

How to Complete a Program Report in Egrants

This document will walk you through how to complete a Program Report (formerly Performance Report) within the Egrant System.

Why complete the Program Reports?

1. Your chance to communicate to us about your program.
 2. ICJI can monitor your grant activities and ensure program is meeting goals.
 3. ICJI must report to the Indiana Office of Management & Budget and to the federal Office for Victims of Crime on the effectiveness of our sub-grantee programs and the number of victims served and types of services provided.
- After logging into Egrants, you will come to this screen.

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[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#) | [Internal Menu](#)

Welcome to ICJI Egrants!
Please select a menu tab or prompt link to continue.

[CLICK HERE](#) To access an existing project (Grant Application, Continuation Application, Modification...) or create/update reports such as the Program Report, Fiscal Report, or Inventory Report ([Project Management](#) tab).

[CLICK HERE](#) To create a new Application (or Concept Paper) in response to a Funding Announcement ([Funding Announcement](#) tab).

[CLICK HERE](#) To view any Alerts and/or Tasks assigned to you ([Work Manager](#) tab).

[CLICK HERE](#) To update your profile information (Name, Address, Phone Number...) or to request security in order to maintain or view grants for your organization/county ([User Management](#) tab).

[CLICK HERE](#) To Subscribe to receive an email when new granting opportunities become available.

[CLICK HERE](#) To Unsubscribe from Email notifications when granting opportunities become available.

- Click on the top “click here” to enter your grant ID number and hit search
 - Scroll down a little and select your Grant ID number in blue
(Below is what you will see)

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Search [Program Monitoring](#)

PROJECT MANAGEMENT SEARCH

Search Criteria:

Grant ID:

Applicant Agency: [\[All\]](#)

Recipient / Allocation Agency:

Funding Announcement: [2012 VOCA Assistance Grant 2012](#)

Keywords: [\[All\]](#)

[Search](#)

Quick Searches

[Applications in Process \(1\)](#)

[Awarded Projects - Active \(1\)](#)

Grant ID	Applicant Agency	Title	Receipt Date
1626	Center for Nonviolence, Inc.	Families in Crisis - SAFE	08/17/2012

- Select the monitoring tab at the top

Back Button will not take you back pages, instead use the application menus and controls.

? Logoff

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[Project](#) | [Monitoring](#) | [Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1626
 Status: Open - Awarded

Project Title: Families in Crisis - SAFE
 Fund Announcement: [2012 VOCA Assistance Grant](#)

PROJECT SUMMARY

[CLICK HERE](#) To enter/update/view a Program, Fiscal, or Inventory Report for this grant ([Monitoring](#) menu item).
[CLICK HERE](#) To view any Audit Information for this grant ([Audit](#) menu item).
[CLICK HERE](#) To view the current financial information for this grant such as payments and funding sources ([Fiscal Details](#) menu item).
[CLICK HERE](#) To view the reporting requirements for this grant such as when fiscal reports are due ([Reporting Requirements](#) menu item).

Select the document link to access the details (i.e. Budget, Main Summary, Contract report...).

Phase	Documents	Start - End Dates	Status
1626 :	Create Project Modification Request (PMR)		
Application	10/1/2012 - 9/30/2013	Open - Awarded	✪ ✪

[View Issues/Comments](#)

- From this screen below, you will select Create Program Report.

[Create Program Report](#)
[Create Fiscal Report](#)
[Create Inventory Report](#)

MAIN SUMMARY

Filter Criteria
 Phase: [\[All\]](#) ▼
 Approval Status: [\[All\]](#) ▼

To access a fiscal or program report, click on the period ending date to open the report.

Cumulative Fiscal Reports

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
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Program Reports

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
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Inventory Reports

Phase	Status	Last Update Date	Approval Status	Entered By
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Program Monitoring Reports

Report ID	Date of Last Visit	Programs	Additional Grants	Issues/Comments	Letter of Compliance
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[Create Program Report](#)
[Create Fiscal Report](#)
[Create Inventory Report](#)

NOTE: Program Reports will be submitted at the end of each quarter.

A VOCA project refers to activities and services supported by VOCA funds plus required program match and volunteers ONLY. The data and information in the Program Report must be based solely on VOCA projects. Do not report on the entire program agency or on non-VOCA supported victim activities and services. This report must be completed and submitted before funds can be released.

PROGRAM REPORT

Report Status: Draft
Approval Status: Pending
Status Updated By:

Report Due Date: 1/20/2013
Submitted Date:
Return Date:
Resubmitted Date:

Final Report: No [Make Final Report](#)

←

Is The Project On Schedule? *

If not, please explain:

Briefly List Activities Conducted During This Period: *

Report Sections

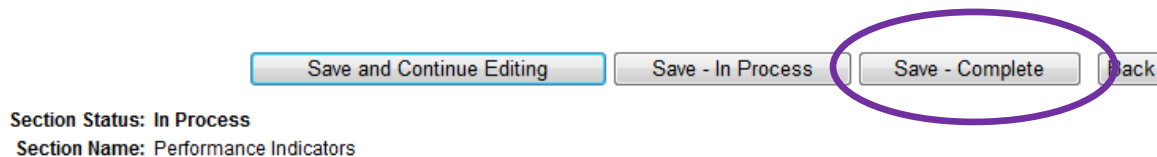
Sections	Open Corrective Actions	Status	Last Update Date	Last Updated By
Attachments	0	In Process		
Performance Indicators	0	In Process		
VOCA Narratives	0	In Process		
VOCA Performance Measures	0	In Process		
VOCA Table Questions	0	In Process		

[View Report](#) [Save as Draft](#) [Submit Report](#) [Delete](#) [Back](#)

- The image above is the screen you will see once you click “Create Program Report”.
- After you have provided responses to the questions on this first screen, you can now access the Report Sections listed on the screen.
- **NOTE:** Do not click the “[Make Final Report](#)” button until the end of the project.

How to complete the Performance Indicators Section:

- After you click Performance Indicators from the Report Section list, you will access this screen:

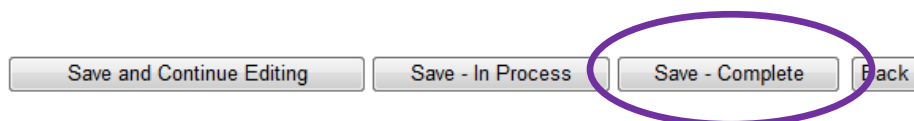


Save and Continue Editing Save - In Process **Save - Complete** Back

Section Status: In Process
Section Name: Performance Indicators

1. Established by ICJI

2. Established by Subgrantee



Save and Continue Editing Save - In Process **Save - Complete** Back

- All you need to do is click the “Save-Complete” button. Once you click this button, you will be taken back to the Program Report main screen.

How to complete the VOCA Narratives Section:

- After you click VOCA Narratives from the Report Section list, you will access this screen:

Save and Continue Editing Save - In Process Save - Complete Back

Section Status: In Process
Section Name: VOCA Narratives

The basis of the reporting form is VOCA funded projects that occurred during the current reporting period.

A VOCA project refers to activities and services supported by VOCA funds plus required program match and volunteers ONLY. The data and information in the Performance Report must be based solely on VOCA projects.

Do not report on the entire program agency or on non-VOCA supported victim activities and services. This report form must be completed and submitted before funds can be released.

1. Report the total number of full-time equivalent (FTE) staff funded by the VOCA program during the current reporting period.

2. If VOCA funds were used during the reporting period towards operating expenses or to purchase products, such as office supplies, brochures, training materials, etc., please list those items below. (You have a limit of 1000 characters. This includes spaces and punctuation.)

3. If VOCA funds were used during the reporting period to purchase or lease equipment or furniture, please list those items and the amounts paid below. (You have a limit of 1000 characters. This includes spaces and punctuation.)


4. For this question, you will need to refer to Exhibit A of your Grant Agreement document where you identified your goals and objectives. Below, list each goal identified and describe how you have worked to achieve your specified outcomes. Describe any obstacles encountered and how you plan to overcome those obstacles. The point of this question is to obtain a succinct but informative indication of progress toward achieving the goals and objectives of your project in the current reporting period. (You have a limit of 6000 characters. This includes spaces and punctuation.)

- Questions 1 and 4 on this screen are **required**. You must have information entered into both fields before you can click the “Save-In Process” button or the “Save-Complete” button.
- Responses to questions 2 and 3 are only required if you have budgeted Federal or Match funds to be used in the Equipment or Operating Expenses budget categories.
- After you provided responses to the necessary questions, click the “Save-Complete” button. Once you click this button, you will be taken back to the Program Report main screen.
- NOTES:**
 - A VOCA project refers to activities and services supported by VOCA funds plus required program match and volunteers ONLY. The data and information in the Performance Report must be based solely on VOCA projects.
 - Do not** report on the entire program agency or on non-VOCA supported victim activities and services.

How to complete the VOCA Performance Measures Section:

- After you click VOCA Performance Measures from the Report Section list, you will access this screen:

1. Identify the number of referrals made to the following:

ID	Domestic Violence Shelter	Counseling/Crisis Center	Mental Health Facility	Hospital/Sexual Assault Center	Law Enforcement	Prosecutor
 Add Row						

2. Identify the number of protective orders/no contact orders filed.

3. Identify the number of safety plan developed.

4. Indicate the **percentage** of victims indicating satisfaction with funded services.

5. If you are a **Domestic Violence Shelter/Program**, answer questions 5.1 and 5.2.

5.1. Indicate the **percent** of known victimizations.

5.2. Indicate the **percent** of safety plans known to be used by victims.

6. If you are a **Counseling/Crisis Center**, answer questions 6.1 and 6.2.

6.1. Indicate the **number** of counseling sessions supported by VOCA or match funds.

6.2. Indicate the **average number** of counseling sessions received per victim.

7. If you are a **Court Appointed Special Advocate (CASA) Program**, answer question 7.1.

7.1. Identify the **number** of CASA volunteers supervised by VOCA or match supported staff.

8. If you are a **Hospital/Sexual Assault Centers**, answer question 8.1.

8.1. Indicate the **number** of on-call SANE hours supported by VOCA or match funds.

- All program types need to provide responses to questions 1-4.
 - To provide a response to question 1, click the Add Row button to enter the information.
- If you are a Domestic Violence Shelter/Program, answer questions 5.1 and 5.2.
- If you are a Counseling/Crisis Center, answer questions 6.1 and 6.2.
- If you are a Court Appointed Special Advocate (CASA) Program, answer question 7.1.
- If you are a Hospital/Sexual Assault Center, answer question 8.1.

Save and Continue Editing	Save - In Process	Save - Complete	Back
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- As you work on this section, you can click “Save-In Process” at any time. After you have completed this section, click “Save-Complete”. Once you click this button, you will be taken back to the Program Report main screen.

How to complete the VOCA Table Questions Section:

- After you click VOCA Table Questions from the Report Section list, you will access this screen:

Save and Continue Editing Save - In Process **Save - Complete** Back

Section Status: In Process
Section Name: VOCA Table Questions

The basis of the reporting form is VOCA funded projects that occurred during the current reporting period.

A VOCA project refers to activities and services supported by VOCA funds plus required program match and volunteers ONLY. The data and information in the Performance Report must be based solely on VOCA projects.

Do not report on the entire program agency or on non-VOCA supported victim activities and services. This report form must be completed and submitted before funds can be released.

1. PRESENTATIONS: If VOCA funds were used to support any public presentations given in schools, community centers or other public forums, *please give title of presentation, location, and approximate number in attendance.*

Public presentations are designed to identify crime victims and provide or refer them to needed services; *it does not include crime prevention.*

ID	Title of Presentation ?	Location of Presentation ?	Number in Attendance
Total: Σ			0

+ Add Row

2. AGE/GENDER: Please report the total number of primary and secondary victims served through your VOCA funded project during this quarter by age/gender.

The number should be an **unduplicated** count for each category during the Oct. through Sept. funding period.

ID	Age	Female Victims	Male Victims	Unknown Gender
Total: Σ		0.0	0.0	0.0

+ Add Row

3. TYPE OF VICTIMIZATION: Indicate the total number of primary and secondary victims served through your VOCA funded project in the current quarter by type of victimization. **The number should be an unduplicated count for each category during the Oct. through Sept. funding period.** A person may be counted more than once only as a result of entirely separate and unrelated crimes. If an individual was the victim of more than one crime at the same time, count under the primary victimization only.

ID	Type of Victimization	Victims Served
Total: Σ		0

+ Add Row

4. TYPE OF SERVICE: Indicate the number of times primary and secondary victims received each type of service listed below. Please be sure to only count services **provided by your agency** through the VOCA funded project. For the purposes of this question, victims receiving more than one service or multiple instances of a service can be duplicated. Please see "Help" text for additional information and services definitions. ?

ID	Type of Service	Total Number Provided
Total: Σ		0

+ Add Row

- Provide a response to question 1 if VOCA or match funds were used to support any public presentations. To add your response, click Add Row.
- For question 2, report the total number of primary and secondary victims served through the VOCA funded project during the reporting period. *Click Add Row to provide a response. This question will allow you to add up to 6 rows.*
- For question 3, indicate the total number of primary and secondary victims served through your VOCA funded project. The number should be an unduplicated count for each category during the project period. A person may be counted more than once only as the result of being a victim of entirely separate and unrelated crimes. If an individual was the victim of more than one crime at the same time, count them under the primary victimization only. *Click Add Row to provide a response. This question will allow you to add up to 15 rows.*
- For question 4, indicate the number of times primary and secondary victims received each type of service. Be sure to only count services provided by your agency through the VOCA funded project. For the purpose of this question, victims receiving more than one service or multiple instances of a service can be duplicated. Please see the "Help" (Blue circle with a ? in it) text for additional information and services definitions. *Click Add Row to provide a response. This question will allow you to add up to 15 rows.*
- As you work on this section, you can click "Save-In Process" at any time. After you have completed this section, click "Save-Complete". Once you click this button, you will be taken back to the Program Report main screen.

How to complete the Attachments Section:

- After you click Attachments from the Report Section list, you will access this screen:

The screenshot shows the Attachments section interface. At the top, there are four buttons: "Save and Continue Editing", "Save - In Process", "Save - Complete" (circled in green), and "Back". Below these buttons, the status is "Section Status: In Process" and the section name is "Section Name: Attachments". In the center, there is an "Add Attachment" button above a table with four columns: "Attachment Name", "Description", "Template File", and "Date". At the bottom, there are four buttons: "Save and Continue Editing", "Save - In Process", "Save - Complete", and "Back".

- You will use this section to attach and information you feel is necessary to help show what your VOCA funded project has done during the reporting period.
- As you work on this section, you can click "Save-In Process" at any time. After you have completed this section, click "Save-Complete". Once you click this button, you will be taken back to the Program Report main screen.

How to View the Program Report:

- To view the Program Report (to check for report accuracy or to save it), click the "View Report" button.

The screenshot shows a row of five buttons: "View Report" (circled in blue), "Save as Draft", "Submit Report", "Delete", and "Back".

- You will then be asked if you wish to embed any uploaded attachments to the report. You can click yes or no to view the Program Report as a PDF.

How to Edit/Correct a Section Before Submission:

- Prior to the submission of your Program Report, if you discover any correction(s) that need to be made, after clicking back into the section you need to make changes to and click "Open for Edit". Once you have made the corrections, click "Save-Complete".

The screenshot shows two buttons: "Open for Edit" (circled in blue) and "Back".

How to Submit the Program Report:

Once you have provided responses to the questions on the Program Report main screen, and you have completed each section, you are now ready to hit the “Submit Report” button.

Is The Project On Schedule? * Yes ▾

If not, please explain:

Briefly List Activities Conducted During This Period: *

Program has been able to serve many victims through counseling and advocacy.

Report Sections				
Sections	Open Corrective Actions	Status	Last Update Date	Last Updated By
Attachments	0	Complete	1/3/2013	Ms. Sarah Davis
Performance Indicators	0	Complete	1/2/2013	Ms. Sarah Davis
VOCA Narratives	0	Complete	1/2/2013	Ms. Sarah Davis
VOCA Performance Measures	0	Complete	1/2/2013	Ms. Sarah Davis
VOCA Table Questions	0	Complete	1/3/2013	Ms. Sarah Davis

View Report Save as Draft Submit Report Delete Back

After you click “Submit Report”, you will see this screen:

Program Report Submission Confirmation

I hereby certify that, to the best of my knowledge, the information contained in this report is accurate, complete, and in compliance with the application as approved by ICJI; and I further certify that I am aware of the requirements set forth in the OJP Financial Guide (for federal funds) and ICJI's Applicant's Manual and that all expenditures were made in compliance with these guidelines.

Agree Back

When this screen comes up, click “Agree” to submit the report.

Clicking “Agree” serves as your signature as you are agreeing the information you have entered is complete and in compliance with the guidelines.

What's next?

- After you click “Submit Report” and “Agree”, you will be taken back to the Monitory Main Summary Screen. Here you will be able to see the Approval Status of the report.
- If for some reason your Program Manager finds something that needs to be corrected, the Program Report will be returned to you, and you will see “Return to Applicant” in the Approval Status column.
- The Approval Status column will read “Approved” once your Program Manager approves the report.